Tips and Tricks

<< **Home Page**

Disk/CD Document Filing
Submitting PDF Files

<< **Back to Tips and Tricks**

Pursuant to Operating Order 02-8 [www.scb.uscourts.gov/images/pdf/oporder/02-8.pdf] and emphasized in Public Notice 03-9 [www.scb.uscourts.gov/images/pdf/publicntc/03-9.pdf], all documents filed with the court must be in an electronic format. Clerk's Instruction 5005-1: Filing of Documents in Clerk's Office [www.scb.uscourts.gov/images/pdf/CI 5005-1.pdf] states in part that "If filing parties are not e-filers, documents must be submitted to the clerk in an electronic media containing the document in electronic format in accordance with the following procedures, together with a conventional (paper) certificate [www.scb.uscourts.gov/images/pdf/CI 5005-1_CertAuth.pdf], signed under penalty of perjury, which describes the document to be filed and which authorizes its filing. The signature line on documents on the disk/CD should be shown as "/s/ Jane Doe". The signature line must always be followed by the printed, (or typed) name, District Court I.D. number, full address, telephone number and facsimile number.

Persons participating in the electronic filing program (Case Management/Electronic Case Files (CM/ECF)) meet this requirement. Those who are not currently e-filing must submit their documents in PDF format on a virus-free 3.5 inch disk or Compact Disk (CD).

> **What is .pdf? pdf (portable document format)** - A file format created by Adobe, initially to provide a standard form for storing and editing printed publishable documents. Because documents in .pdf format can easily be seen and printed by users on a variety of computer and platform types, they are very common on the World Wide Web.

More detailed instruction on authoring PDF documents, which are commonly created in one of the following ways, can be found at the links below:

1-Creating PDF by Direct Scan
[www.scb.uscourts.gov/cmecf/TipsandTricks/Acro6_pdfscanning.htm]

2-Printing to PDF Writer (from within another application)
[www.scb.uscourts.gov/cmecf/TipsandTricks/Acro6_pdfwriter.htm]

3-Printing to PDF Distiller
[www.scb.uscourts.gov/cmecf/TipsandTricks/Acro6_pdfdistiller.htm]

Although several commercial products are available, for the purposes of this and all other instructional documentation relating to PDF authoring and viewing, Adobe Acrobat software is utilized. Please refer to your specific software documentation where applicable.

Basics

STEP 1 - Create PDF document utilizing one of the options above or by way of your specific software production method.

- Insure that the PDF document has the typed attorney name preceded by /s/, e.g., "/s/ Jane Doe". The signature line must always be printed, (or typed) name, District Court ID number, full address, telephone number and facsimile number. All other required signatures must also be preceded by /s/.

  NOTE: Simply renaming a document with the .pdf extension will not make the document into a PDF. You must create the document with one of the options above or by way of your specific software production method.

STEP 2 - Save the PDF to disk or "burn" to CD (consult your CD burning software for detailed instructions on burning to CD)

- The disk/CD can contain a single PDF document or several single PDF documents as long as the documents are for the same case. See rules below that apply and instructions on combining multiple PDF documents into one single PDF document.
- After saving or "burning", verify that each PDF document on the disk/CD can be opened and viewed with Adobe Acrobat or Adobe Acrobat Viewer.

STEP 3 - Attach a permanent label on the disk/CD which includes the following:

- the name of the debtor for a voluntary petition, or for an existing case, the case name, case number including judge's initials, and chapter;
- the name and telephone number of the attorney filing the disk/CD;
- the party on whose behalf the document is being filed;
- the title of the document on the disk/CD, (e.g. Motion for Relief from Stay) and;
- the PDF file name for **each** document on the disk/CD.

  NOTE: Be sure to include the conventional (paper) certificate [www.scb.uscourts.gov/images/pdf/CI 5005-1_CertAuth.pdf], signed under penalty of perjury, which describes the document(s) to be filed and contained on the disk/CD.

Combining PDF Documents

### When to combine multiple PDF documents into one single PDF document?

- Voluntary Petition - combine entire petition into one single PDF document with the exception of the plan, if applicable, Form B21 and conventional (paper) certificate which should be created as separate PDF documents on the same disk/CD. The petition must be the first two pages of the PDF document.

  - **The disk/CD must also include the .txt file of creditors named creditor.scn. This file must be in text format. Do not submit this file as a PDF!**

- 362 Motions - combine all documents into one single PDF document with the exception of any proposed order which should be created as a separate PDF document.

  - The order of the combined PDF document should be **notice**, **motion**, **certification of facts** and then any **supporting documentation**. Also, do not include a blank certification of facts.

- Proposed Orders - never combine with any other document, always submit as a separate PDF document. Consent orders must be accompanied with a Certificate of Consent Regarding Consent Order available at [www.scb.uscourts.gov/cmecf/cmecfinfohandouts.htm].

  - When submitting proposed orders, always include the Order Processing Template on the first page. For details about the Order Processing Template, see posting dated 1/13/03, Order Processing Instructions [www.scb.uscourts.gov/images/cmecf/orderprocessing.pdf].

  - The templates can be downloaded from the CMECF Forms [www.scb.uscourts.gov/cmecf/cmecfinfohandouts.htm] section of our web page.

How to combine multiple PDF documents into one single PDF document?

Acrobat Version 6
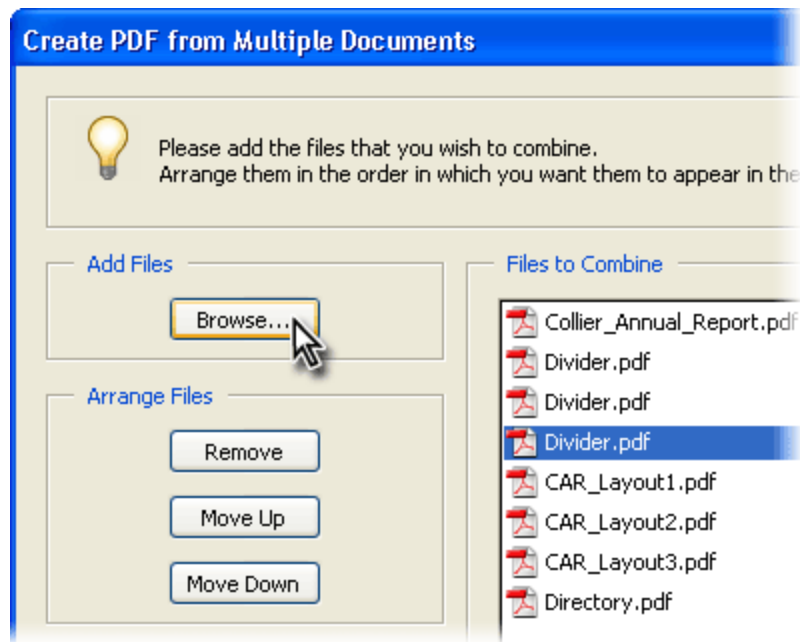
Open the Create PDF From Multiple Files dialog box

In Acrobat 6.0 Standard or Professional, choose **File** > **Create PDF** > **From Multiple Files**, or click the **Create PDF** button and choose **From Multiple Files**. Alternatively, if you're using the Windows, right-click a file and choose **Combine** in Adobe Acrobat from the context menu.
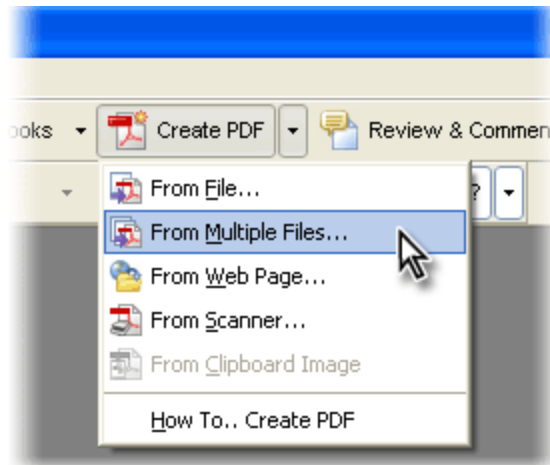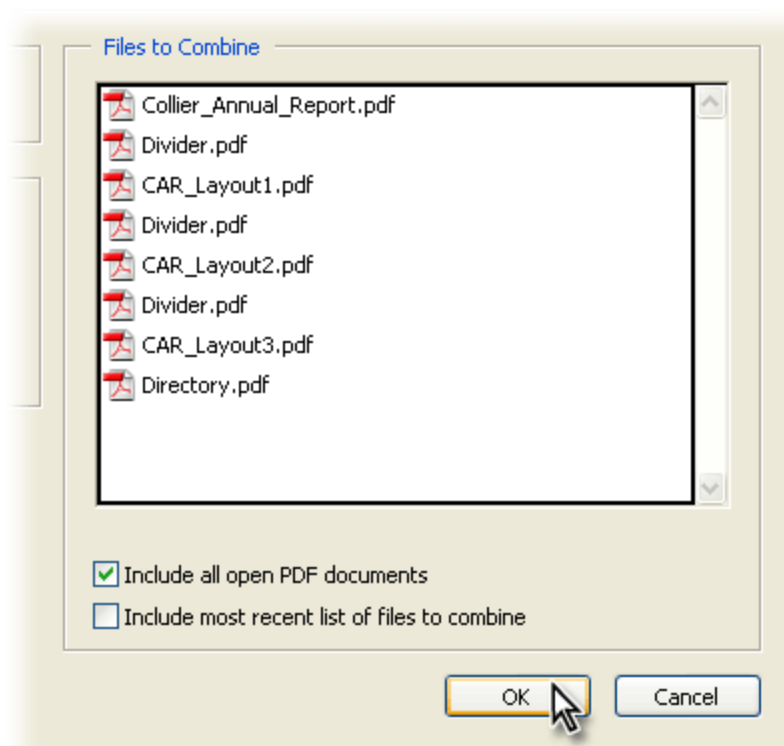

Select the files to include

Click **Browse**, and then select a file to include. Ctrl-click to select more than one file from the same folder. When you've selected the files, click **Add**. Click **Browse** or **Choose again** to add files from a different folder.

You can add the same file two or more times. For example, you may want to create a PDF document from a blank or transition page to include between other files. If you're combining PDF documents, you can open the PDF documents you want to combine and then select **Include All Open PDF Documents** to automatically add them to the list.

Create PDF from Multiple Documents

Please add the files that you wish to combine.
Arrange them in the order in which you want them to appear in the

Add Files

[Browse...]

Arrange Files

[Remove]

[Move Up]

[Move Down]

Files to Combine

- Collier_Annual_Report.pdf
- Divider.pdf
- Divider.pdf
- Divider.pdf
- CAR_Layout1.pdf
- CAR_Layout2.pdf
- CAR_Layout3.pdf
- Directory.pdf

Convert the files

Order the files in the sequence you want them to appear in your final PDF document by selecting a filename and clicking **Move Up** or **Move Down** to change its position in the list, or by dragging it to a new position. Click **OK** to convert the files. (Some source applications may start and close automatically during the conversion process.)
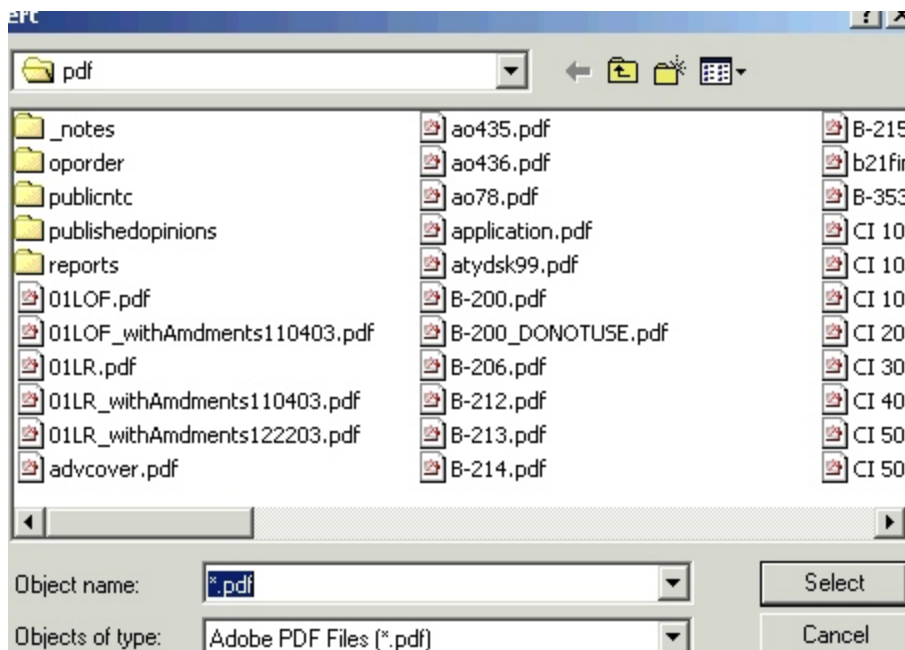
<u>Acrobat Version 5</u>

Open the Insert Pages dialog box

In Acrobat 5.0, choose **Document** > **Insert Pages**.
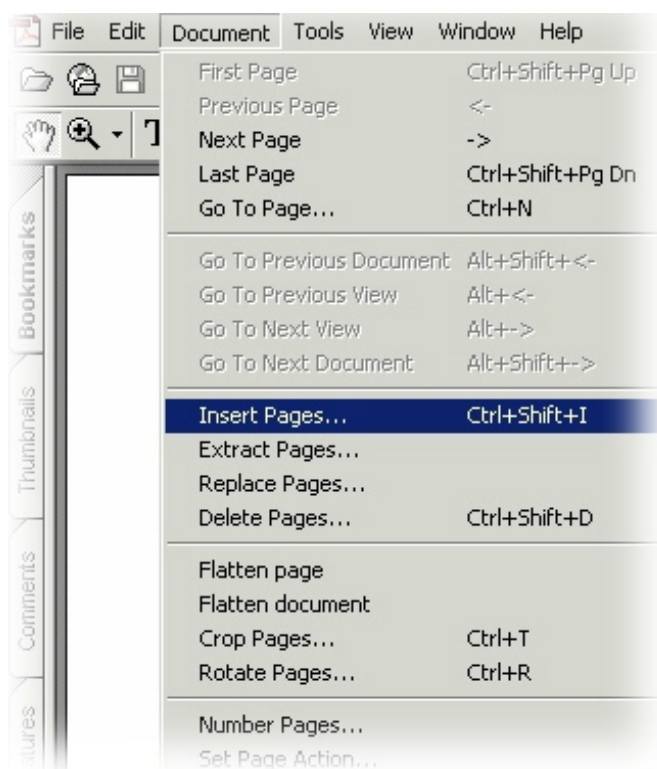
Select the files to include

Browse to the appropriate location and choose from the files available. Ctrl-click to select more than one file from the same folder. When you've selected the files, click **Select**.

Insert file into current document

Choose the applicable options as needed to position file into current document were desired. Click **OK**.